

## FILING AN ANSWER/RESPONSE/OBJECTION TO A MOTION

The following instructions will guide you through the process of filing and docketing an answer or response in the Electronic Case Filing (ECF) system.

**STEP 1** Select **Bankruptcy** from the Main Menu. Then click on the **Answer/Response** hypertext link from the Bankruptcy Events menu.



Figure 1a



Figure 1b

**Choose:**

- Reference an Existing motion/application, or

**STEP 2** The **Case Number** screen appears.

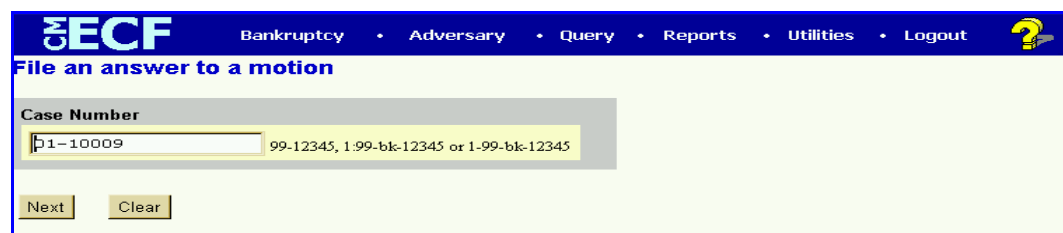


Figure 2

- Enter the case number, Click on **Next** to continue.
- If the computer prompts that you have entered an invalid case number, click on the **Back** hypertext link to re-enter the case number.

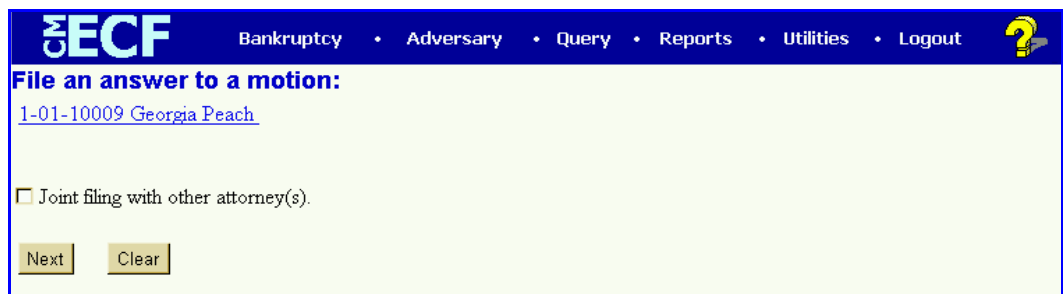
**STEP 3** Select the type of **Answer/Response** screen appears.



**Figure 3**

- Screen prompts for selection of type of answer/response being filed.
- Click on the ▼ arrow to the right of the box to review the choices in the drop down box selection.
- Highlight the type of document being filed.
- Click on **Next** to continue, or **Clear** to repeat process.

**STEP 4** The **Joint Filing** screen appears.



**Figure 4**

- This screen will only be used if another attorney is joining in this filing. No action is necessary.
- Click **Next**

**STEP 5** The **Select the Party** screen appears.

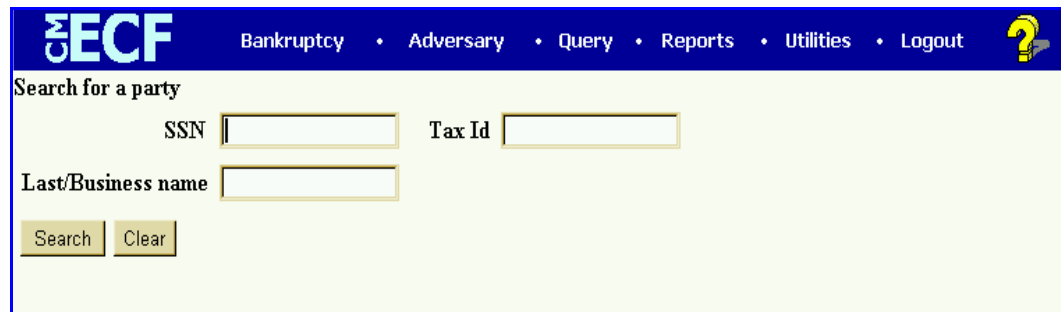
The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File an answer to a motion:" followed by a link "1-01-10009 Georgia Peach". The main content area has a heading "Select the Party:" and a dropdown menu. The dropdown menu is open, showing a list of parties: "Marine Midland [cr:cr]", "Peach, Georgia [pty:db]", and "Salomon Smith Barney [cr:cr]". The "Peach, Georgia [pty:db]" option is highlighted. To the right of the dropdown menu is a link "Add/Create New Party". Below the dropdown menu are two buttons: "Next" and "Clear".

**Figure 5**

Selection of a Party

- Click on the ▼ arrow to right of box to scroll list.
- If the name of the party is listed, click to highlight it.
- Click on **Next** and proceed to **Step 10**.
- If the name is not listed, click on **Add/Create New Party**.

**STEP 6** The **Search for a party** screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Search for a party". The main content area has three input fields: "SSN", "Tax Id", and "Last/Business name". Below these input fields are two buttons: "Search" and "Clear".

**Figure 6a**

- Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper and lower case characters). Click on **Search**.
- If the party is **not listed**, proceed to **Step 6**.
- If the party is **listed**, click on the party. Then click on **Select name from list**.

Figure 6b

- The Party's information will appear for verification and/or modification if necessary.

Figure 6c

- Remove address info for the party.
  - Click on the drop down box to select “the party’s **Role**” for this filing, then click to highlight the appropriate role, (*i.e., Debtor, Creditor, etc.*).
  - To add **Party Text**, such as *A Virginia Corporation* do so now in the box provided.
  - Click on **Submit** to continue, **Clear** to re-enter the party information, or **Cancel** to go back to the Select the party screen .

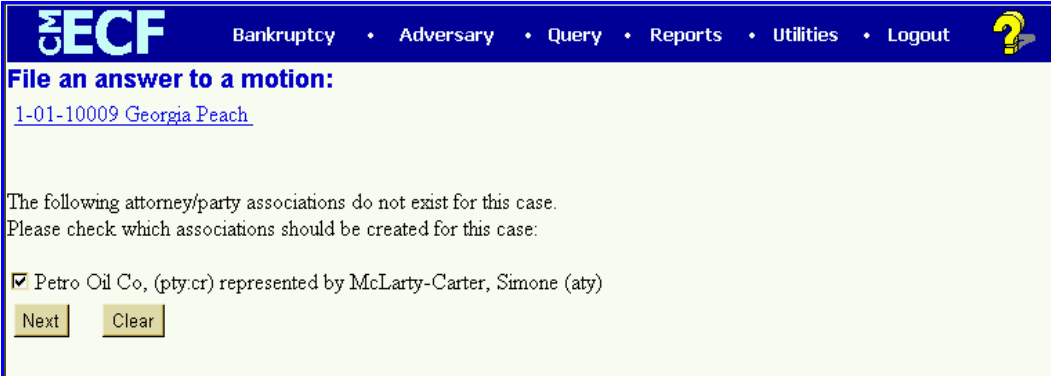
**STEP 7** The “Please select the filer” screen will appear with your party filer highlighted.



**Figure 7**

- Click on **Next**, to accept filer.

**STEP 8** The Attorney/Party Association screen appears



**Figure 8**

- Click in the box [✓] to associate the attorney with the party added/selected.

*[NOTE: You may receive this message if an attorney has not previously been associated with the party: “The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:”]*

- Click on **Next** and proceed to **STEP 10**,

## STEP 9

If the party filer's name is **not listed**, **Search for a Party** screen will appear, click on **Create new party**.

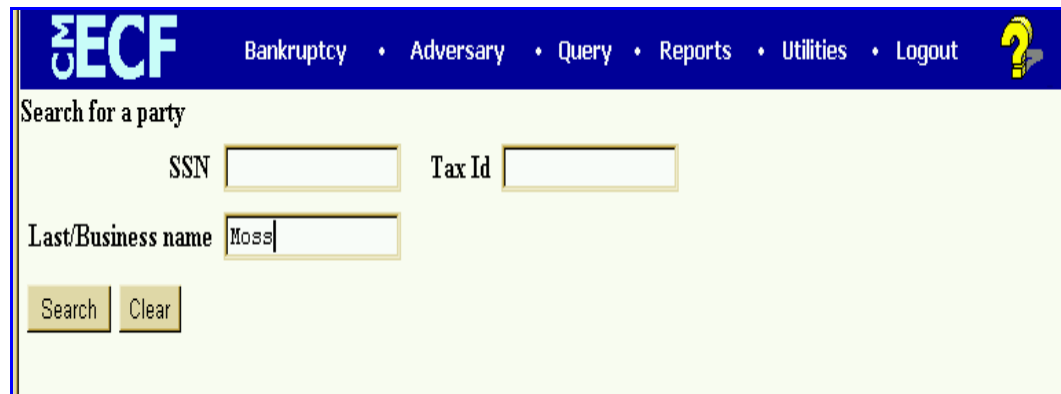


Figure 9a

- It is *very important to search* carefully and thoroughly before adding a new party so that duplicate records for the same person or entity are not added to the database. *See Search Hints.*

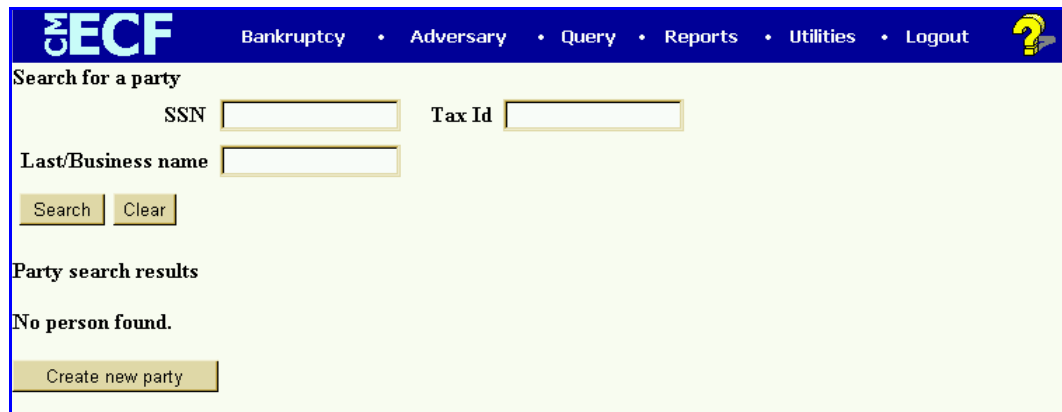


Figure 9b

### Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Garcia-Barrera)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (\*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (\*son, Gr?y)

**STEP 10** The New Party Information screen appears.

Party Information

Last name Moss First name Kate

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

Country Country

Phone Fax

E-mail

ProSe no Role Creditor (cr:cr)

Party text

Submit Cancel Clear

**Figure 10**

- Enter the new party information (name only) in the appropriate fields. Use the **Last Name** field for the last name or full business name, then press the tab key to advance to **First Name** field and enter the first name. Proceed to the **Role** field, and click on the ▼ arrow to the right of the box to select the new party's role, (i.e., Creditor (cr:cr).
- Click on **Submit** to continue, **Clear** to re-enter the new party information or **Cancel** to go back to the **Select the Party** screen.

**STEP 11** The **Select the Filer** screen will appear with the new party you entered highlighted.

File an answer to a motion:

[1-01-10009 Georgia Peach](#)

Select the Party:

Moss, Kate [cr:cr] (505:1)  
Marine Midland [cr:cr]  
Peach, Georgia [pty:db]  
Salomon Smith Barney [cr:cr]

[Add/Create New Party](#)

Next Clear

**Figure 11a**

- Click on **Next**

**Figure 11b**

- Click [✓] the box to associate the attorney with the party added/selected to the case. Click **Next** to continue.

*[NOTE FOR ASSOCIATION: You may receive this message: “The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:”]*

**STEP 12** Select the PDF File Document screen appears.

**Figure 12a**

- Type the file name in blank box, being sure to include the **.pdf** suffix, **or** Click on **Browse** to navigate to the appropriate directory and file. (see **Figure 10b**)

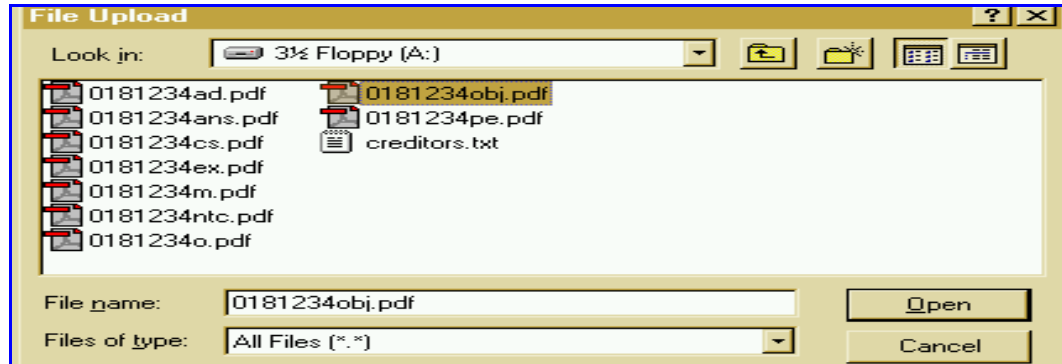


**If there are no attachments to the document:**

- Click on **Next** to continue and proceed to **Step 11**.

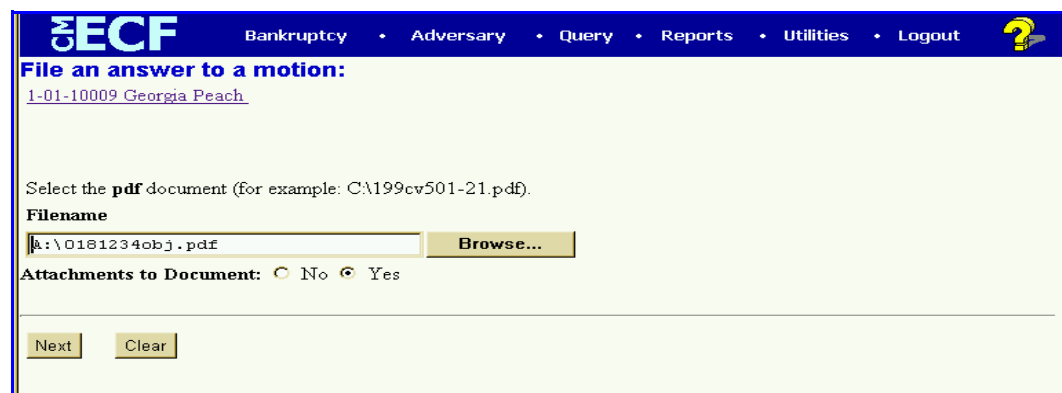
**If there are attachments to the document, e.g. an exhibit, appendix, etc.:**

- Click on the **Yes** radio button, then click on **Next**. The following screen appears:



**Figure 12b**

- Change **Files of type** : to Acrobat [\*.pdf] or All Files.
- Change **Look in**: to the appropriate drive where the document is located.
- Click on the file name to be associated with this entry.
- Click on **Open**, and the file is uploaded to the following screen:



**Figure 12c**

- Click **Next** and the **Select one or more attachments** screen appears. (All exhibits must be attached at this screen)

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[1-01-10009 Georgia Peach](#)

**Select one or more attachments.**

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

A:\0181234ex.pdf **Browse...**

2) At your option, select a document type and/or enter a description.

Type	Description
Exhibit ▼	A - Property Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

**Next**

**Figure 12d**

- Select the filename of your attachment by using the **Browse**.
- Click on the ▼ down arrow next to the **“Type” drop down box** and select the type of attachment to be used for this motion.
- Click in the **Description box** and type in any additional description.
- Then click on **Add to List**.
- Continue to **Add Attachments** using the above steps as necessary.
- Once all attachments have been added, click on **Next**.

**STEP 13** When filing an **Answer/Response/Objection**, Click inside the box **“does this refer to an existing document in this case?”**

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**File an answer to a motion:**

☒ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

**Complete The Docket Window With The Name Of The Document To Which You Are Replying**

**Next** **Clear**

**Figure 13a**

- Click **Next** to continue.

**Figure 13b**

- The “select category of documents” screen appears. Highlight the type of category you wish to link your answer/response/objection to.
  - Click **Next** to continue

## STEP 14 Document List

Include	Date	#	Docket Text
<input type="checkbox"/>	07/06/2001	<a href="#">2</a>	Motion for Relief from Stay <i>real property located at 123 First Avenue</i> . Fee Amount \$ 75. Filed by Marine Midland. Hearing scheduled for 7/24/2001 at 10:00 AM at Courtroom 760, CI, NY. (McLarty-Carter, Simone)
<input type="checkbox"/>	07/09/2001	<a href="#">3</a>	Motion for Relief from Stay <i>for real property located at 345 Wesley Way, Westbury NY</i> . Fee Amount \$ 75. Filed by Marine Midland. Hearing scheduled for 8/10/2001 at 10:00 AM at Courtroom 760, CI, NY. (McLarty-Carter, Simone)
<input checked="" type="checkbox"/>	07/09/2001	<a href="#">4</a>	<i>Motion for Relief from Stay for real property located at 789 Windows Avenue, Westbury NY</i> . Fee Amount \$ 75. Filed by Salomon Smith Barney. (McLarty-Carter, Simone)
<input type="checkbox"/>	07/09/2001	<a href="#">5</a>	Motion for Relief from Stay. Fee Amount \$ 75. Filed by Marine Midland. (Attachments: # (1) Exhibit A) (McLarty-Carter, Simone)

**Figure 14**

- Select document(s) you wish to answer by clicking in the box next to the date. If there is more than one possibility, click on the document number hyperlink to view the imaged application or motion.
- In preparation for enhancing the **FINAL DOCKET TEXT**, highlight the text and use the **Edit** button from the browser menu, select **Copy** to place on Windows clipboard until you are ready to paste it into the final docket text **or** you may choose to type in the additional text in that free text box
- Click on **Next** to continue.

## STEP 15      Docket Text: **Modify as Appropriate**

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File an answer to a motion:  
[1-01-10009 Georgia Peach](#)

Docket Text: Modify as Appropriate.

Affirmation in Opposition ows Avenue, Westbury NY. Filed by Georgia Peach  
(related document(s)[4]). (McLarty-Carter, Simone)

Next Clear

Figure 15

### To add a prefix to docket text:

- Click on the ▼ down arrow next to first blank box to select the correct modifier.

### To add additional text:

- Click in second blank box.
- Type in any additional description of notice.
- At this time you may add the text which you copied to the clipboard, right click your mouse inside this free text box and the text will appear.
- Click on **Next**.

## Step 16      The **Final Docket Text** screen appears

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File an answer to a motion:  
[1-01-10009 Georgia Peach](#)

Docket Text: Final Text

Affirmation in Opposition to Motion for Relief from Stay for real property located at 789 Windows Avenue, Westbury NY. Filed by Georgia Peach (related document(s)[4]). (McLarty-Carter, Simone)

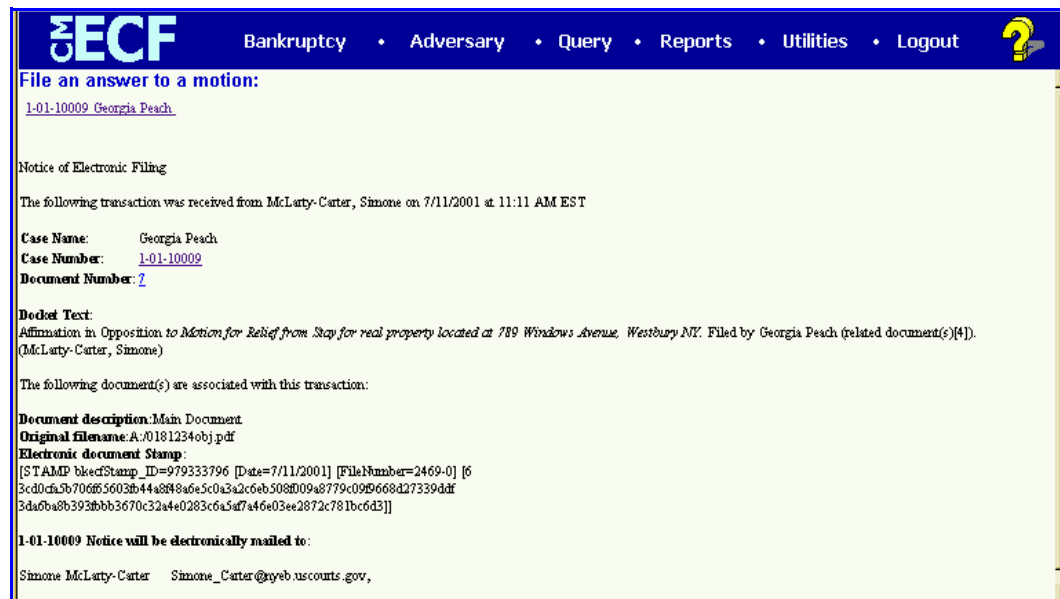
Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

Figure 16

- Verify docket entry as it appears on screen.
  - If correct, click on **Next** to submit filing to court.
  - If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the Main Menu.

**STEP 17**      The **Notice of Electronic Filing** screen appears.



**Figure 17**

Once entry is submitted after final approval, the Notice of Electronic Filing screen is displayed. Screen gives confirmation that the system has received the entry and is now an official court document.

**Notice provides:**

- Date and time transaction was received by court
- Number assigned to document

Scroll down to view entire receipt

**Print receipt**

- Click on **File** at top of Netscape screen and select **Print Frame**, or
- Click on the **Printer Icon** at the top of the page.

*[Note: It is highly recommended that copies of receipts be maintained for your records.]*

**Note: You will receive the following screen if you attempt to access the docket or document through the links provided on the Notice of Electronic Filing screen.**

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### PACER Login

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

Client code:

☐ Make this my default PACER login